



State of Tennessee Flexible Benefits Plan Reimbursement Request

Treasury Department
502 Deaderick Street
Nashville, TN 37243-0201
615-741-3131 or 615-401-6815 (fax)
www.tn.gov/treasury/flex

TRANSPORTATION AND PARKING ACCOUNTS

*Use this form to request reimbursement for Transportation and Parking accounts.
Please print or type all information. Requests can be mailed, faxed, or
scanned and emailed to the Flexible Benefits Office.*

Participant Information

Name _____
Social Security # _____ Edison ID # _____
Daytime Phone No. _____ Department _____

Transportation Expenses

Date(s) Expenses Incurred Month / Day / Year	Service Provider	Reimbursement Amount Requested
Total Requested		\$

Parking Expenses

Date(s) Expenses Incurred Month / Day / Year	Service Provider	Reimbursement Amount Requested
Total Requested		\$

The above is a true and accurate statement of eligible unreimbursed transportation and/or parking expenses incurred by me on the date(s) indicated.

Signature

Date

INSTRUCTIONS FOR REIMBURSEMENT REQUESTS

General Instructions:

- You may not request reimbursement until the service has actually been received, regardless of when you pay for it.
- All expenses claimed must be incurred during your period of coverage. It is not when you pay an expense, but when you incur it that makes it eligible for reimbursement. An expense is “incurred” when you are actually provided with the service that gives you the expense, not when you are formally charged for, billed for, or when you pay for the service.
- If you are making multiple payments for a single service, send your statement showing date of service and total amount due with your first reimbursement request.
- If date of service begins in one plan year and ends in the next plan year, a separate reimbursement form for each year is required.
- You have 90 days after the end of the plan year to submit claims for expenses incurred during your period of coverage.
- Be sure to sign and date the form.
- Expenses reimbursed through a reimbursement account may not be claimed on your income tax return.
- If your state paycheck is deposited directly into your bank account, your reimbursement payments will also be deposited directly to your bank account. If you are not enrolled in the state’s direct deposit program, your reimbursement payments will be mailed to you.
- For both Transportation and Parking Accounts, you can only be reimbursed up to the current balance of your account. If your request exceeds your balance, the remaining portion of the reimbursement will be held until your next payroll deduction.
- The maximum expense you can incur during a calendar month is \$110.00 for a Transportation Account and \$215.00 for a Parking Account. Even if your account has a higher balance, these are the maximums you will be reimbursed.
- You can submit multiple months on a single form, but the maximum monthly expense limit will be applied.

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